October 23, 2008

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 332,
Supply Discrepancy Report (SDR) Attachment Interface (Supply/SDR)

We are forwarding the attached proposed change to DOD 4000.25-M, Defense Logistics Management System (DLMS) and DLAI 4140.55, AR 735-11-2 SECNAVINST 4355.18A, AFJMAN 23-215, Reporting of Supply Discrepancies, for evaluation and submission of a single coordinated Component position. It is the responsibility of the Supply Process Review Committee primary representative to assure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to DLMSO not later than **30** days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to the DLMSO points of contact, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676; DSN 427-0676; or, e-mail: ellen.hilert@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:
SDR Committees (U.S. & SA)
DUSD(L&MR)SCI

PDC 332
SDR Attachment Interface

1. **ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

     a. System POC for DoD WebSDR J6D-DAASC Recommendations: Department of Defense (DoD) Defense Automatic Addressing System Center (DAASC), 937-656-3783

     b. Functional POC for DoD WebSDR Recommendations: Defense Logistics Management Standards Office (DLMSO), Ms. Ellen Hilert, Chair, Supply Process Review Committee and DoD SDR System Administrator, 703-767-0676; DSN 427-0676; or, E-Mail: Ellen.Hilert@dla.mil.

     c. Technical POC for DoD WebSDR Attachments: 937-431-80000

2. **FUNCTIONAL AREA:** Supply/DoD WebSDR

3. **BACKGROUND:**

     a. The intent is to standardize the attachment process for all Service/Agencies interfacing with DOD WebSDR. Currently DoD WebSDR System interfaces cannot transmit or receive SDR attachments via the GEX or MQ Series SDR interface connections. This change revision will allow the Services and Agencies interfacing with DOD WebSDR to transmit and receive attachments via a standard process.

     b. Today there are no standards for DOD WebSDR attachment interfacing. The Air Force Security Assistance Center (AFSAC) is the only interface that includes attachments. AFSAC's data doesn't identify a file name; there is a HL LOOP reference that lets you know there is an attachment / data associated with the transaction. When the attachment is received at DAASC through the AFSAC attachment connection, it is put in the DOD WebSDR database.

     c. DoD WebSDR has an attachment option on-line via the web application. Web users have the option to upload supporting images/files, such as pictures, shipping documents, PDF files, etc., from their computer.   The Services and Agencies interfacing via machine to machine do not have the option to transmit and receive attachments via their connections.

4. **PROPOSED CHANGE:** This change identifies revisions to SDR DLMS Supplement (DS) 842A/W to include a SDR attachment standard file name. Enclosures below identify the DLMS Supplement revisions, update to published guidance, attachment flow, and provide example transactions. The use of the standard file name applies to both web-uploaded attachments and to electronic exchange. The structure of the standard file name will be included in the DLMS dictionary definition.

5. **REASON FOR CHANGE:**

     a. To standardize attachments in DoD WebSDR for all services and agencies.

b. To allow attachment interoperability between the services and agencies in DoD WebSDR.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages:

(1) Attachments received by DoD WebSDR interfaces connected to specific SDRs will be viewable for customers using the DoD WebSDR application.

(2) Attachments connected to specific SDRs will be available for SDRs being transmitted into DoD WebSDR via the MQ Series/GEX connections.

b. Disadvantages: There are no disadvantages in viewing an SDR Attachment.

7. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT:

a. Attachments should be restricted for various customers. Foreign Military Sales (FMS) Customers attachments should be restricted to the users own Country data/SDRs. FMS customers are only allowed to view the attachment that belongs to their own Country's SDR. FMS customers connect via AFSAC on-line and do not use the DoD WebSDR application. FMS data is populated into the DoD WebSDR database from the AFSAC on-line SDR Interface with DAASC. The attachment restriction lies within the Service/Agency system.

b. Attachment proposal must be agreed upon between system components.

8. ADDITIONAL FUNCTIONAL REQUIREMENTS

a. Standard Attachment Rules in DoD WebSDR which should be followed when transmitting attachments via machine to machine.

(1) Acceptable, valid or permitted file formats that can be used in DoD WebSDR for uploading supporting files: BMP, DOC, GIF, JPG, JPEG, PDF, TXT

(2) Maximum file size limit for uploading supporting documentation: 5 MB

(3) A user has a max of 5 attachments on a new SDR/report, and 1 on the other follow-on reports types (correction, cancellation, etc.). The reply function also allows 1 attachment upload.

9. IMPACT

a. All Service/Agency Interface Agreement parties will need to coordinate on testing attachments.

b. All Service/Agencies interfacing with DoD WebSDR will need to develop a test plan and schedule test scenarios to accommodate DAASC and the various service / agencies interfacing with DoD WebSDR.

10. FOR XML/842 DEVELOPMENT: SDR attachment exchange filename standard business rules are as follows.

    a. General Instructions. The attachment filename must be included in the DLMS transaction exchange. A maximum number of five (5) attachments per 842 transaction may be sent on new reports (BNR=00). Only one attachment may be sent with other authorized formats: correction (BNR01=CO); follow-up (BNR01=45), request for reconsideration (BNR01=15); 2nd request for reconsideration (FMS); completion notice (BNR01=CN); Status Update (BNR01=SU -- reserved, not currently in use) and (BNR01=50); transfer (BNR01=47 -- reserved, not currently in use); historical (BNR01=49). Information copies generated by WebSDR/DAAS (BNR01=22) will carry the attachments associated with the original report. Refer to Enclosure 3 for examples. No attachments are associated with cancellations or ILCO reply rejects to action activity

    b. Attachment File Name. The file name must use prescribed structure shown below. <mark>Staffing Note:</mark> *DLMSO has expressed concern the proposed format does not include any meaningful content that would help the user know what the attachment is. Request Components verify that the format is satisfactory or propose an alternative. Date and timestamp must be included, but other variations could be considered as long as the name structure ensures a unique value.*

```
DDDDDDDDDDDDDDSCCYYJJJHHMMSSRQQ.EXTN
12345678901234567890123456789012345
         1         2         3
```

Filename is 35-36 characters long (depending on file extension)

D = Document Number (14 position alphanumeric characters)
S = Document Suffix (1 position alphanumeric character, if blank then use "_" character)
CC = Century (2 position numeric characters)
YY = Year (2 position numeric characters)
JJJ = Julian Day (3 position numeric characters)
HH = Hours (2 digit numeric characters)
MM = Minutes (2 digit numeric characters)
SS = Seconds (2 digit numeric characters)
R = Originating System (1 digit alphanumeric character)
QQ = Sequence Number (2 digit alphanumeric characters)

<u>Originating System Codes</u>
0 = DoDSDR
1 = Army AEPS
2 = DLA DSS ADRS
3 = DLA DSS ISDRS
4 = DLA EBS
5 = Army GCSS-A
6 = DoD EMALL

7 = GSA
8 = SDR-A (ILCO) (currently in use by AFSAC)
9 = NAVY ERP
A = NAVY NSDRS
B = NAVY PDREP
C = USAF ES-S
D = USCG
E = USMC
F = Army LMP
G = USAF ECSS
H = *reserved*
J = *reserved*

NOTE: Additional codes may be added as needed.

a. **Transmission To/From DoD WebSDR**

(1) Unique accounts/methods from 842 data.

(2) If MQ Series, use separate queue

(3) If SFTP, different drop off / pick up points

b. **Attachment Files**

(1) File Types: Only permitted file types by extensions: BMP, DOC, JPG, JPE, JPEG, PDF, TXT, XLS, CSV

(2) File Size: size should be limited to 5 Megabytes

c. **Transaction/Attachment Linking:** It is the responsibility of the receiving system(s) to determine how the 842 transaction and associated attachments are "linked" within their own systems.

Enclosure 1, DLMS Manual update. (Comparable change will be made to the Joint Service instruction/regulation, DLA 4140.55, et al, Reporting of Supply Discrepancies, if publication is not cancelled as currently planned.)

C17.2. POLICY

      C17.2.1. Use of SDR. The DoD Components shall use the SDR to report shipping or packaging discrepancies attributable to the responsibility of the shipper (including contractors/manufacturers or vendors) and to provide appropriate responses. The purposes of this exchange are to determine cause of such discrepancies, effect corrective action, and prevent recurrence.

      C17.2.2. Electronic Communication. Components are ~~encouraged~~ *required* to maximize the use of electronic reporting and response with the goal of paperless processing of supply discrepancies. Until electronic reporting *under DLMS* is universally available, SDRs and associated responses may be reported via hard-copy SF 364, ROD; by electronic means, to include automated discrepancy reporting systems and electronic data interchange; customer service help lines *(e.g. the DLA Customer Interaction Center, <u>dlacontactcenter@dla.mil</u>) 1-877-352-2255 (1-877-DLA-CALL)*; email; or any other manner acceptable to the submitter and recipient. All manner of reporting must meet the criteria described in this publication. SDRs shall be submitted in accordance with Component-specific guidance via appropriate automated systems or via the internet-based DoD WebSDR available from the DAAS home page at: https://www.daas.dla.mil/daashome/. While exceptions may be permitted, the DoD goal is that paper submission of SDRs will be phased out once full implementation of transaction exchange under DLMS has been achieved.

C17.3.21. <u>DAAS SDR Processing</u>

      C17.3.21.4. DAAS shall provide the support to SDR transaction exchange to facilitate DLMS processes.

      C17.3.21.*4.1* DAAS shall facilitate appropriate distribution when the action party receiving the initial distribution employs the Distribution/Status (Reply) Code 504 indicating the SDR must be forwarded to a new action activity. When the new action activity is a DD, the original SDR will be retransmitted to the designated DD. The customer will receive notification of interim status.

      C17.3.21.*4.2* DAAS shall facilitate appropriate distribution when the action party receiving the initial distribution employs distribution status codes in the 300 series indicating that the SDR must be sent to the SOS for disposition. The SDR reply will be sent to the designated SOS and to the SDR initiator for notification of interim status.

      C17.3.21.*4.3* DAAS will respond to DAAS-directed rejected reply transactions indicating no matching original report or information copy of the SDR is found in

the automated application (Reply Code 926), by providing an information copy of the original report to the activity which rejected the reply. Unmatched requests for an information copy will be returned by DAAS reject (Reply Code 926) to the sending organization. ~~(ADC 225 implementation pending)~~. DAAS will create and forward an information copy of the DLA source of supply for all customer SDRs based upon the storage site reply where an information copy was not previously provided (ADC 225A).

> C17.3.21.*4.4.* DAAS shall provide information copies of SDRs in accordance with Component business rules and as designated by the initiator.

> C17.3.21.*4.5.* DLA Enterprise Business System (EBS) will receive an information copy of all SDRs routed to DD for initial action where EBS is the SOS.

> C17.3.21.*4.6*. All parties receiving an information copy of the original SDR as designated by the initiator or by a Component business rule will receive a copy of all changes, cancellation, and replies associated with the SDR.

> *C17.3.21.4.7. DAAS shall accept and forward supporting documentation associated with SDRs using DLMS attachment exchange procedures.*

> *C17.3.21.4.7.1 SDR attachments may be uploaded directly to the DoD WebSDR or exchanged electronically in association with the SDR transaction.*

> *C17.3.21.4.7.2 SDR attachments must be referenced/uploaded under a SDR Attachment Standard File Name constructed in accordance with DLMS rules. Up to 5 attachments may be associated with a new SDR report. Subsequent follow-on transactions, including the reply transaction, may provide one additional attachment each.*

DLMS Dictionary Entry:

SDR Attachment Standard File Name
Alphanumeric with special characters
Length 35 or 36

The file name assigned to attachments for supplemental documentation supporting SDR information exchange under the DLMS. The SDR Attachment Standard File Name must be constructed as **DDDDDDDDDDDDDDSCCYYJJJHHMMSSRQQ.EXTN**, whereby
> **D** = Document Number (14 position alphanumeric characters)
> **S** = Document Suffix (1 position alphanumeric character, if blank then use "_" character)
> **CC** = Century (2 position numeric characters)
> **YY** = Year (2 position numeric characters)

JJJ = Julian Day (3 position numeric characters)
HH = Hours (2 digit numeric characters)
MM = Minutes (2 digit numeric characters)
SS = Seconds (2 digit numeric characters)
R   = Originating System (1 digit alphanumeric character)
       0 = DoDSDR
       1 = Army AEPS
       2 = DLA DSS ADRS
       3 = DLA DSS ISDRS
       4 = DLA EBS
       5 = Army GCSS-A
       6 = DoD EMALL
       7 = GSA
       8 = SDR-A (ILCO) (currently in use by AFSAC)
       9 = NAVY ERP
       A = NAVY NSDRS
       B = NAVY PDREP
       C = USAF ES-S
       D = USCG
       E = USMC
       F = Army LMP
       G = USAF ECSS
       H = *reserved*
       J = *reserved*
QQ = Sequence Number (2 digit alphanumeric characters)
.EXTN = acceptable file extension (period followed by 3 or 4 alpha characters:
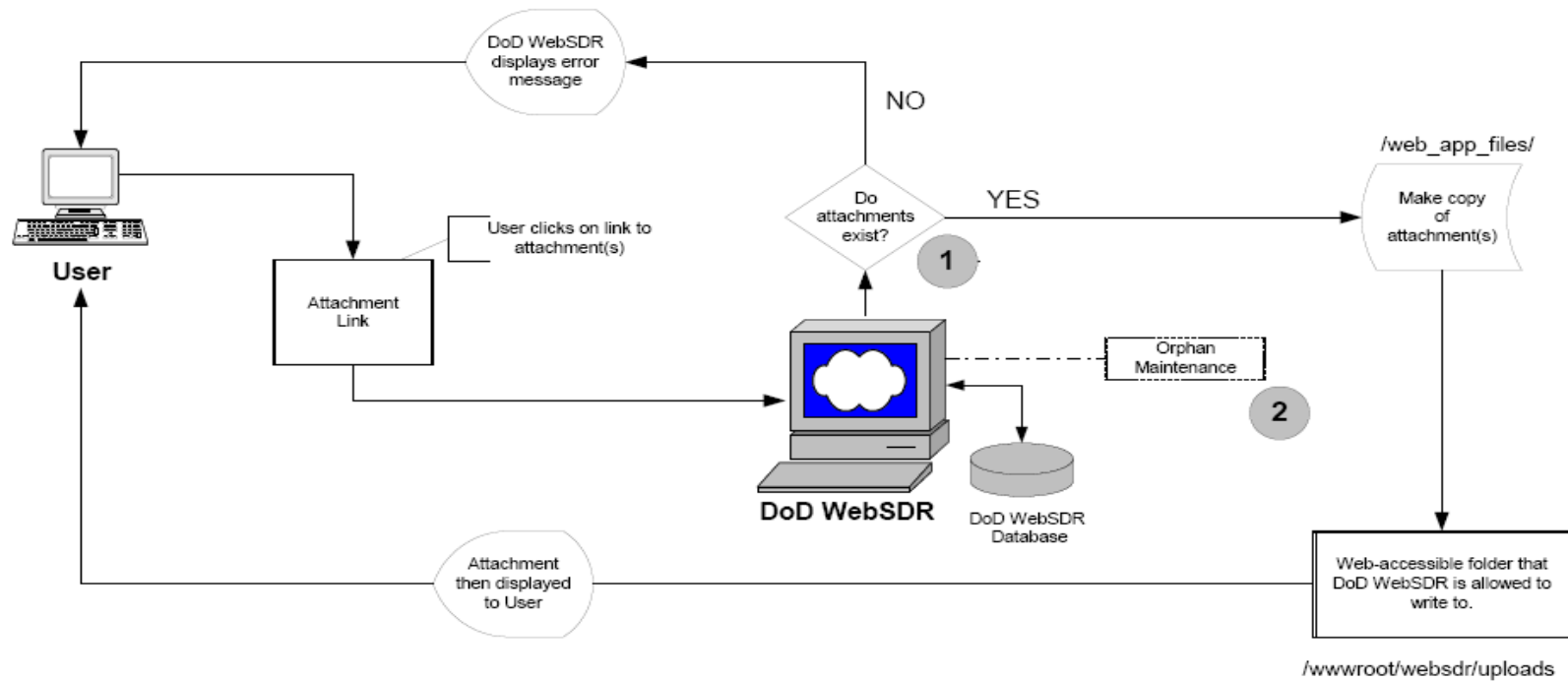   BMP, DOC, JPG, JPE, JPEG, PDF, TXT, XLS, CSV)

Enclosure 1, DLMS Supplement Revisions

Item	Location	Revision to 4030 842A/W	Reason
1.	DLMS Introductory Notes	<u>Add PDC 332 to DLMS introductory note 5.</u> *- PDC 332, SDR Attachment Interface*	To identify DLMS changes included in supplement.
2	2/PWK/1020	<u>Add new segment level note:</u> **DLMS Note:** *Use a separate PWK segment for each attachment identified by filename. Repeat up to five times.*	Clarification of usage.
3	2/PWK01/1020	<u>Add new DLMS Note to existing Code AE</u> **Report Type Code** **AE Attachment** DLMS Note: 1. Use to indicate that supporting documentation has been provided electronically in the form of images or files and is available for download from the DoD WebSDR. *2. Use with Code FT (PWK02) when file is transmitted electronically between DoD WebSDR and the interfacing application.* **R6 Miscellaneous Information** **DLMS Note:** Use to indicate that additional information is being submitted to the action activity off-line.	Clarification of usage.
4	2/PWK02/1020	<u>Open Report Transmission Code and Add Code FT</u>: **Report Transmission Code** **FT File Transfer** **DLMS Note:** *1. Use to indicate attachment is being sent electronically in a separate transmission.* *2. Up to five attachments may be sent per new report (BNR01=00). In addition, one attachment may be sent for each of the following transaction type: correction (BNR01=CO); follow-up (BNR01=45), request for reconsideration (BNR01=15); 2nd request for reconsideration (FMS) (BNR01=50); transfer (BNR01=47 --reserved, not currently in use); historical (BNR01=49).* *3. Information copies generated by WebSDR/DAAS (BNR01=22) will carry the attachments associated with the original report.*	Signifies that the attachment referred to will be sent electronically in a separate transmission.

5.	2/PWK07/1020	Add Description Element: **Description** **DLMS Note:** *1. Use to indicate the filename of the attachment being sent electronically in a separate transmission. Refer to PDC 322.* *2. WebSDR field length = 36.*	Identifies the name of the attachment file being sent electronically in a separate transmission.

Item	Location	Revision to 4030 842A/R	Reason
1.	DLMS Introductory Notes	Add PDC 332 to DLMS introductory note 5. *- PDC 332, SDR Attachment Interface*	To identify DLMS changes included in supplement.
2.	2/PWK/1020	Mark PWK segment as used	
3.	2/PWK01/1020	Mark data element as used and add the following notes: Federal note: *Use any code.* DLMS note: *For DLMS use only the following codes are authorized.*	Clarification of usage.

4.	2/PWK01/1020	Add the following qualifiers and DLMS notes
		Report Type Code
		  AE Attachment
		DLMS Note:
		1. Use to indicate that supporting documentation has been provided electronically in the form of images or files and is available for download from the DoD WebSDR.
		2. Use with Code FT (PWK02) when file is transmitted electronically between DoD WebSDR and the interfacing application.
		
		  R6 Miscellaneous Information
		DLMS Note:
		Use to indicate that additional information is being submitted to the action activity off-line.
			Clarification of usage.

5.	2/PWK02/1020	Mark data element as used and add code FT: **FT File Transfer** **DLMS Note:** *1. Use to indicate attachment is being sent electronically in a separate transmission.* *2. One attachment may be provided with the reply transaction.*	Signifies that the attachment referred to will be sent electronically in a separate transmission.
6.	2/PWK07/1020	Add Description element: **Description** **DLMS Note:** *1. Use to indicate the filename of the attachment being sent electronically in a separate transmission. Refer to PDC 332* *2. WebSDR field length = 36.*	Identifies the name of the attachment file being sent electronically in a separate transmission.

Attachment Data Flow

DoD WebSDR displays error message

NO

/web_app_files/

Make copy of attachment(s)

User clicks on link to attachment(s)

Do attachments exist?

YES

1

User

Attachment Link

Orphan Maintenance

2

DoD WebSDR

DoD WebSDR Database

Attachment then displayed to User

Web-accessible folder that DoD WebSDR is allowed to write to.

/wwwroot/websdr/uploads

1 A link is shown on the web page if an attachment is defined as being linked to the SDR being displayed. If user clicks on the link, DoD WebSDR attempts to retrieve a copy of the attachment file associated with the link.

2 Every night DoD WebSDR performs an offline "orphaned file" task. It polls the attachment dropoff folder (the folder where inbound attachments are temporarily stored when users send them to DoD WebSDR). If any attachment has been sent that does not have an associated SDR transaction and was sent more than 24 hours prior to the polling, the attachment is removed from the attachment storage area.

Enclosure 3, Example Transactions

A. Current 842A/W "00" Original with Attachment view is as follows:

```
ISA*00*NONE    *00*NONE    *10*S36TST      *10*SL4BSM
*080417*1231*/*00403*000000372*0*T*/
GS*NC*S36TST*SL4BSM*20080417*12311263*110*X*004030
ST*842*000000001*004030F842A0WA00
BNR*00*Z*20080409*0000**C1
N1*41**10*V09167**FR
PER*PU*Quanisha Evans*TE*910-449-4199*EM*quanisha.evans@usmc.mil
N1*ZD**10*SW3113**TO
HL*1**RP
LIN**FS*6220011298386*ZB*78286*MG*65912-01801-102*CN*PANEL,
INDICATING
DTM*947*20080409
DTM*003*20080409
REF*TN*V091678078GN09
REF*NN*V09167080004*NSDRS
REF*87*S*NSDRS
REF*TG*V091678078GN09*NSDRS
PWK*AE    <=== *** Currently, this indicates attachments exist.***
LM*DF
LQ*D*7
LQ*HB*1A
NCD**5*1
NTE*RPT*REQUISITION ITEM FOR A CONTROL STICK..1680-01-129-8385...
SQUADRON DISCOVERED T
NTE*RPT*HAT ITEM WAS AN INDICATING CONTROL PANEL UPON
OPENING SEALED VENDOR&APOS;S PACK
NTE*RPT*. REQUEST DISPOSITION AND CREDIT. REF*XA*1680011298385
QTY*75*1*EA
QTY*86*1*EA
QTY*39*0
QTY*87*1
AMT*10*59
AMT*Z3*59
N1*LW*MALS 26*10*V09167
PER*PU*MARY SMITH*TE*910-449 0000*EM*mary.smith@usmc.mil
N1*SUS**M4*SMS
LM*DF
LQ*HA*W1
LQ*HA*W6
SE*35*000000001
```

1

```
GE*1*110
IEA*1*000000372
```

B. Proposed 842A/W "00" Original with Attachment (X12) view:

```
ISA*00*NONE    *00*NONE    *10*S36TST      *10*SL4BSM
*080417*1231*/*00403*000000372*0*T*/
GS*NC*S36TST*SL4BSM*20080417*12311263*110*X*004030
ST*842*000000001*004030F842A0WA00
BNR*00*Z*20080409*0000**C1
N1*41**10*V09167**FR
PER*PU*Quanisha Evans*TE*910-449-4199*EM*quanisha.evans@usmc.mil
N1*ZD**10*SW3113**TO
HL*1**RP
LIN**FS*6220011298386*ZB*78286*MG*65912-01801-102*CN*PANEL, INDICATING
DTM*947*20080409
DTM*003*20080409
REF*TN*V091678078GN09
REF*NN*V09167080004*NSDRS
REF*87*S*NSDRS
REF*TG*V091678078GN09*NSDRS
PWK*AE*FT*****V091678078GN09_2008108123112A01.JPG   <=== *** Proposed change***
PWK*AE*FT*****V091678078GN09_2008108123113A01.TXT    <=== *** Proposed change***
PWK*AE*FT*****V091678078GN09_2008108123114A01.PDF    <=== *** Proposed change***
PWK*AE*FT*****V091678078GN09_2008108123115A01.XLS    <=== *** Proposed change***
PWK*AE*FT*****V091678078GN09_2008108123115A02.DOC   <=== *** Proposed change***
LM*DF
LQ*D*7
LQ*HB*1A
NCD**5*1
NTE*RPT*REQUISITION ITEM FOR A CONTROL STICK..1680-01-129-8385... SQUADRON
DISCOVERED T
NTE*RPT*HAT ITEM WAS AN INDICATING CONTROL PANEL UPON OPENING SEALED
VENDOR&APOS;S PACK
NTE*RPT*. REQUEST DISPOSITION AND CREDIT.
REF*XA*1680011298385
QTY*75*1*EA
QTY*86*1*EA
QTY*39*0
QTY*87*1
AMT*10*59
AMT*Z3*59
N1*LW*MALS 26*10*V09167
PER*PU*MARY SMITH*TE*910-449-0000*EM*mary.smith@usmc.mil
N1*SUS**M4*SMS
LM*DF
LQ*HA*W1
LQ*HA*W6
SE*39*000000001
GE*1*110
IEA*1*000000372
```